



## SmarterGrade User Guide

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## About SmarterGrade

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SharpSchool's SmarterGrade application provides teachers and administrators with the ability to track and report student performance. The tool allows teachers to calculate marks, create assessments and track student attendance. With SmarterGrade teachers can use their gradebook to make decisions and ensure students maintain their academic progress during the school year.

## Who Should Use this Guide

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The use of this guide is intended for teachers and educators who are responsible for tracking student performance within their schools and classes.

## About This Guide

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This user guide offers teachers an introduction into the SharpSchool SmarterGrade product. The following document contains important information in the form of *Reminders* and *Notes*. Pay attention to these alerts, as they can prevent you from making common mistakes.

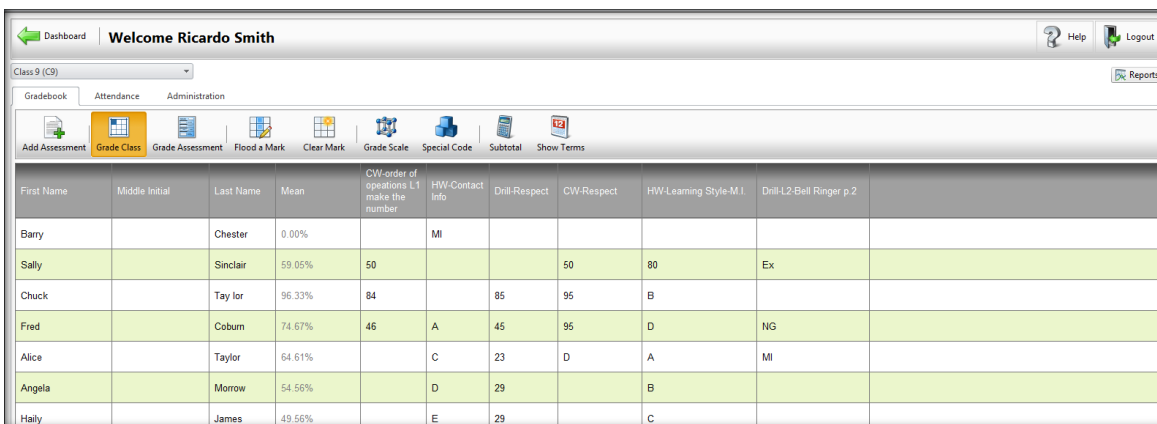
## Before You Start You Should Know

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As part of SharpSchool configuration, a **District** or **School Administrator** can choose to enable and disable features within the SmarterGrade. To use a feature in SmarterGrade that is not enabled, you will need to contact your **District** or **School Administrator**.

## SmarterGrade Dashboard

Once you have successfully logged into the system, the dashboard interface will appear on the screen. From here, you will be able to select your classes, add additional students and assessments, enter grades and record attendance for your classes.



The screenshot shows the SmarterGrade Main Dashboard. At the top, it says 'Welcome Ricardo Smith'. Below this is a dropdown menu for 'Class 9 (C9)'. There are tabs for 'Gradebook', 'Attendance', and 'Administration'. The 'Gradebook' tab is active, showing a table of student data. The table has columns for First Name, Middle Initial, Last Name, Mean, CW-order of operations L1 make the number, HW-Contact Info, Drill-Respect, CW-Respect, HW-Learning Style-M.I, Drill-L2-Bell Ringer p.2, and an empty column. The data rows are as follows:

First Name	Middle Initial	Last Name	Mean	CW-order of operations L1 make the number	HW-Contact Info	Drill-Respect	CW-Respect	HW-Learning Style-M.I	Drill-L2-Bell Ringer p.2	
Barry		Chester	0.00%		MI					
Sally		Sinclair	59.05%	50			50	80	Ex	
Chuck		Taylor	96.33%	84		85	95	B		
Fred		Coburn	74.67%	46	A	45	95	D	NG	
Alice		Taylor	64.61%		C	23	D	A	MI	
Angela		Morrow	54.56%		D	29		B		
Haily		James	49.56%		E	29		C		


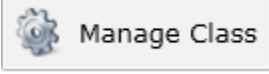


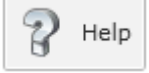
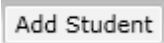
SmarterGrade- Main Dashboard













These features will be available to teachers depending on the access level granted by the District / School Administrator.

## Tools and Functionalities

The following table provides a description of the tools and functionalities that are available in the Gradebook component of the dashboard.

Feature	Description
	The <b>Class</b> dropdown menu provides you with a list of your classes, enabling you to switch between classes. This button is located in the top left corner of your screen.
	The <b>Manage class</b> button allows you to change the class information. Make any changes that are required and then click the <b>Save</b> button.  This feature is only available to teachers depending on the access level granted by the District or School Administrator.
	Using the <b>Reports</b> tool, you can access student progress reports, assessment reports and class summary reports.
	The <b>Help</b> tool provides you with access to help documentation.
	The <b>Add Student</b> tool allows you to add students to your class.

	 This feature is only available to teachers depending on the access level granted by the District / School Administrator.
 Add Assessment	<p>The <b>Add Assessment</b> tool allows you to add a new assessment to your class.</p>  This feature is only available to teachers depending on the access level granted by the District / School Administrator.
 Grade Class	<p>The <b>Grade Class</b> tool allows you to see all of the assignments and all of the students that are in your class. Here you can enter final assessment marks and calculate grade averages.</p>
 Grade Assessment	<p>The <b>Grade Assessment</b> tool allows you to enter in marks on a per assignment basis with the option to add remarks and notes.</p>
 Flood a Mark	<p>The <b>Flood a Mark</b> tool lets you assign multiple students the same mark on an assessment.</p>
 Clear Mark	<p>The <b>Clear Mark</b> tool deletes the mark in the selected cell.</p>
 Grade Scale	<p><b>Grade Scale</b> allows you to assign a grade for an assessment, based on the grade scale you specified in the assessment settings.</p>
 Special Code	<p>The <b>Special Code</b> tool enables you to create custom label codes that can be applied to student assessments. Assigned values can be included or excluded in a student's final grade.</p>
 Subtotal	<p>The <b>Subtotal</b> total will display a student's average for each Assessment Type.</p>

## Welcome Bar

The SmarterGrade welcome bar will allow you to access help documents, return to the Dashboard and logout.



### SmarterGrade- Welcome Bar

## Entering Grades

SmarterGrade lets you record grades in one of two ways. **Grade Class** grading tool allows you to enter a grade for all assessments for all students. The **Grade Assessment** tool allows you to enter a grade for all students for a selected assessment.

## Grade Class

In order to enter a mark for a particular student on a particular assessment, you will need to do the following:

1. Select the **Grade Class** tool from the menu bar.
2. Next, select the cell that corresponds to your desired student and assessment and enter the assigned mark. Press **Enter** or **Click** another cell to save your entry.

The assigned mark will be saved in the system and the student's average will automatically be updated whenever a mark is entered for a particular assessment. The class average for each assessment will appear at the bottom of the column.



An **empty cell** is counted as NG (No Grade). Assessments marked 'no grade' will not count towards the student's average or the total average of the class.

First Name	Middle Initial	Last Name	Mean	CW-order of operations L1 make the number	HW-Contact Info	Drill-Respect	CW-Respect	HW-Learning Style-M.I.	Drill-L2-Bell Ringer p.2
Barry		Chester	0.00%		MI				
Sally		Sinclair	59.05%	50			50	80	Ex
Chuck		Taylor	96.33%	84		85	95	B	
Fred		Coburn	74.67%	46	A	45	95	D	NG
Alice		Taylor	64.61%		C	23	D	A	MI
Angela		Morrow	54.56%		D	29		B	
Haily		James	49.56%		E	29		C	

### SmarterGrade- Grade Class

## Grade Assessment

In order to assign marks to all students for a particular assessment, you will need to do the following:

1. Select the **Grade Assessment** from the toolbar.

2. Select the assessment that you want to grade from the **Select Assessment** dropdown menu.
3. Next choose your method of grade entry: **Actual**, **Percentage**, or **Grade**.



The **Actual** method uses the number of points the student obtained out of the total number of available points (i.e. 47/55), while **Percentage** uses the percentage point the student obtained out of 100 (e.g. 87.5%). **Grade** uses the letter grade the student achieved (e.g. A-). You may enter the grade in one format, or in all three.

4. Once you have entered in the assessment grade, you can select a **Remark** from the dropdown menu. You can also enter in any notes in the field below.
5. Click **Next** to move to the next student. On the table on the right hand side you can see the list of the students and grades that you have entered.

Dashboard
Welcome Ricardo Smith
Help
Logout

Class 9 (C9)

Gradebook
Attendance
Administration

Add Assessment
Grade Class
Grade Assessment
Grade Scale
Special Code

Grade Assessment

Select Assessment: CW-order of operations L1 make th

Assessment Grade

Student Name: Alice Taylor
Student ID: 89%200

Enter Marks by:

☒ Actual
☐ Percentage
☐ Grade

out of 100

Remarks

Remark: Select -->

Notes:

Previous
Next

First Name	Middle Initial	Last Name	Actual	Grade	Percentage	Average
Alice		Taylor				64.61%
Angela		Morrow				54.56%
Barry		Chester				0.00%
Chuck		Taylor	84	B	84.00%	96.33%
Fred		Coburn	46	E	46.00%	74.67%
Haily		James				49.56%
Jane		Fonda				72.00%

SmarterGrade Dashboard-Grade Assessment



## Attendance




The Attendance section allows you to record attendance for each student in your class. You can view class attendance. By default your attendance page will open the current week or the first week in the next term if today's date is not included in a term.



Dashboard		Welcome Ricardo Smith								Help	Logout
Class 9 (C9)		Reports									
Gradebook		Attendance									
Administration											
Previous		Calendar									
Next		Today									
Clear Selected											
First Name	Middle Initial	Last Name	Absent	Tardy	Mon, 10/01/2012	Tue, 10/02/2012	Wed, 10/03/2012	Thu, 10/04/2012	Fri, 10/05/2012		
Alice		Taylor	0	0							
Angela		Morrow	0	0							
Bary		Chester	0	0							
Chuck		Taylor	0	0							
Fred		Coburn	0	0							
Haily		James	2	1							

SmarterGrade- Attendance

## Tools and Functionalities

The following table provides a description of the tools and functionalities that are available in the Attendance component of SmarterGrade.

Feature	DESCRIPTION
 Previous	The <b>Previous</b> button will return you to the previous week in the term. If the displayed week is the first week in the term it will move to the last week of the previous term.
 Calendar	The Calendar tool provides dropdown calendar that lets you can change the viewing mode. The week containing the selected date will be displayed.
 Next	The <b>Next</b> button will take you to the next week in the term. If the displayed week is the last week in the term it will move to the first week of

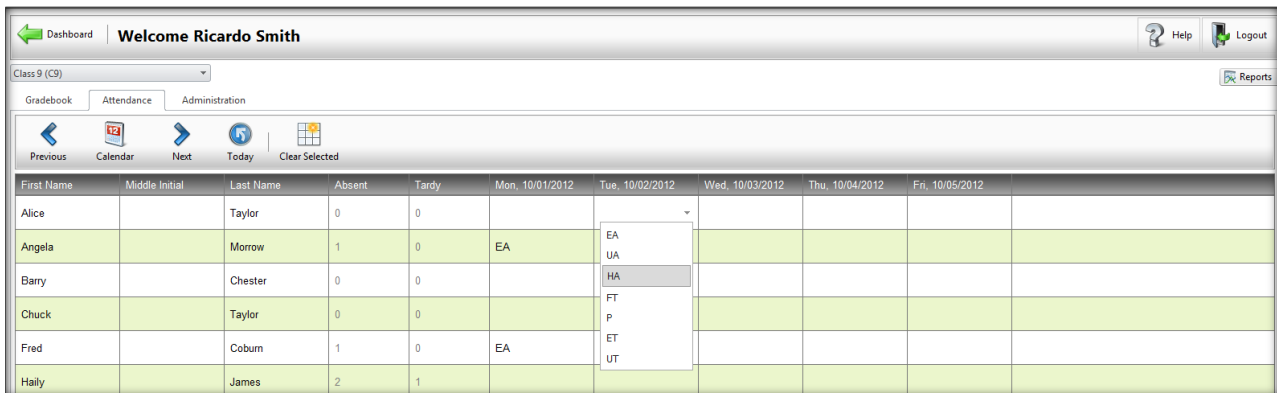
	the next term.
 <b>Today</b>	Clicking on the <b>Today</b> button will return to the current day.
 <b>Clear Selected</b>	The <b>Clear Selected</b> button clears the selected cell.

## Entering Attendance Information

To record a student's attendance, you need to do the following:

1. Click on the cell under the day of the week in the student's profile and select the dropdown menu that appears.
2. Choose the attendance code, or if you already know the attendance code simply type it in. If you make a mistake you can click on the **Clear Selected** button.

You can change the view of the week to see a previous week by using the **Previous** button. To get back to the current week click on the **Today** button. If you would like to see a week ahead click the **Next** button. To see a calendar view of the month you can click on **Calendar** in between the previous and next buttons.



First Name	Middle Initial	Last Name	Absent	Tardy	Mon, 10/01/2012	Tue, 10/02/2012	Wed, 10/03/2012	Thu, 10/04/2012	Fri, 10/05/2012
Alice		Taylor	0	0					
Angela		Morrow	1	0	EA				
Barry		Chester	0	0					
Chuck		Taylor	0	0					
Fred		Coburn	1	0	EA				
Haily		James	2	1					

SmarterGrade- Entering Attendance Information

## Reports

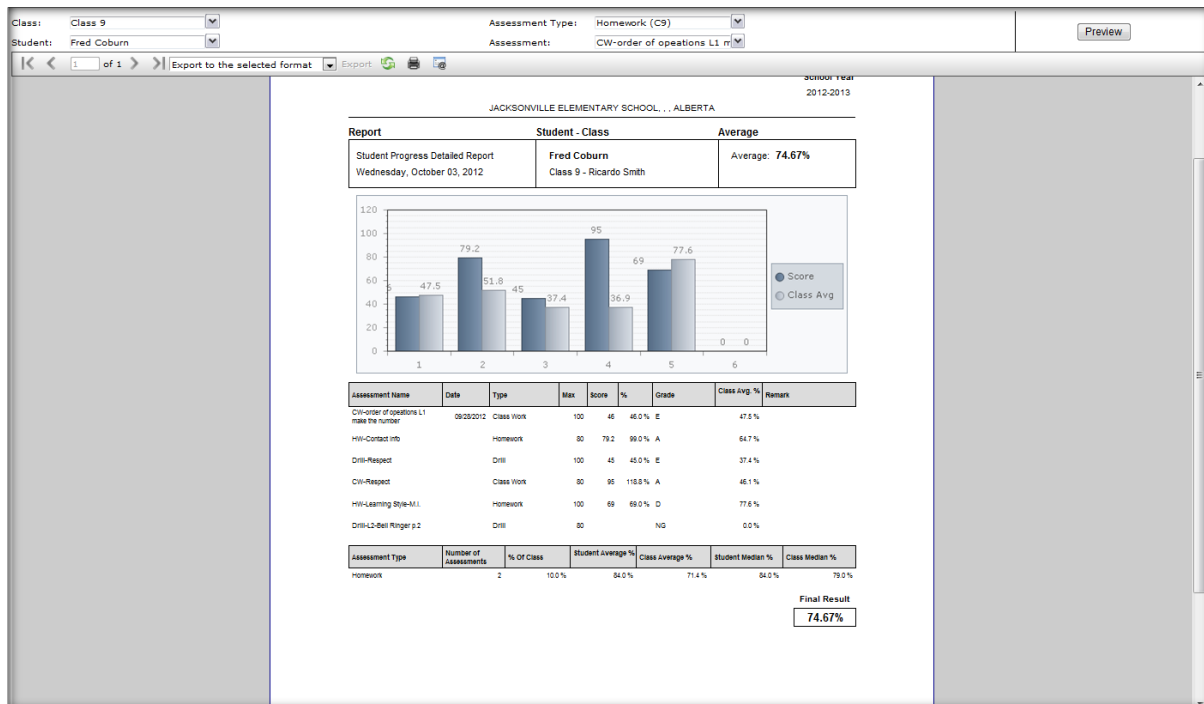
Reporting with SmarterGrade is simple. To get started, click on **Reports** in the top right hand corner and select the report type under the **Student Reports** section on the left hand side menu. To go back to your grade book at any time click the **Gradebook** button in the top left hand corner.



SmarterGrade- Reports

## Viewing a Report


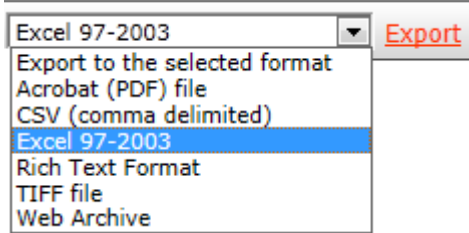



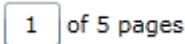



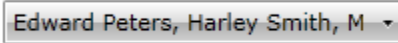
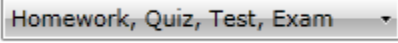
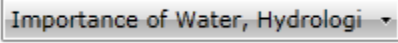
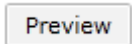
To view a specific report, select the required filters from the drop down menus at the top and click **Preview**. Please note that depending on the report that you choose, not all filters will be available.





SmarterGrade – Viewing a Report

## Tools and Functionalities

The following table provides a description of the tools and functionalities that are available in the **Reporting** component of the dashboard.

Feature	DESCRIPTION
	Turns the report filters toolbar on or off.
	The <b>Export</b> function allows you to save your reports in the file formats listed in the drop down menu.
	Allows you to print out the current report that you are viewing.
	Advance to the last page in the report.
	Advance to the next page in the report.
	You can type in the page number you wish to advance to. It also displays the current page and the number of pages in the report.
	Previous page in the report.
	First page of the report.
Class 	Allows you to select the class or multiple classes.
Student 	You can select a single student or multiple students.
Assessment Type 	Choose a single assessment type or multiple assessment types.
Assessment 	Select the name of the Assessment(s) to view in the report.
	Preview the report.

	<b>Back</b> button loads the previously loaded report and previously selected filters.
	<b>Forward</b> button will become an enabled if you have loaded a previous report.

## Report Types

There are many different report types that you can run for your class. Each report type is explained in more detail below.

REPORT NAME	DESCRIPTION
<b>STUDENT REPORTS</b>	
Student Progress	Displays a student's progress including final marks for selected assessments as well as their final average.
Student Progress Detailed	Shows the student(s) progress report including marks for assessments and assessment types and an overview chart. This also includes information about the class average.
Unentered Grades	Shows a report for students who are have not been assigned a grade or a special code.
Special Codes	Lists the assessments that have been assigned a special code for each student.
Student Notes	Report about student notes for selected assessments.
Student Attendance	Shows a report of a student(s) attendance in a class.
<b>ASSESSMENT REPORTS</b>	
Assessment Performance	Shows a breakdown of each assessment with vital information such as how each student performed and any remarks.
Assessment List	Displays a summary of all assessments for the class and shows the due date, max score and class average.
Assessment Result	Shows a summary list of assessments with results of the student, remarks, and class average.
<b>CLASS REPORTS</b>	
Assessment Grid	Shows in a grid form the results of all assessments for the class.
Class Rank	Allows you to see a rank of all students for each assessment taken in the class.
Class Roster	Displays a roster with all student

	information.
Student Labels	A list of first and last names in the class.
Class Grid Template	Print out a class grid to use for manual grade or attendance marking.

## Administration

The administration section of SmarterGrade will allow you to view and manage your class and make changes to your Roster, Assessments, Assessment Types, Grade Scales, Remarks, Calculation and Weights, Settings, Attendance Codes, Attendance Categories and the Class Holidays.



These features will only be available to teachers depending on the access level granted by the District / School Administrator.

S

SmarterGrade - Administration

## Change Roster

You can change the student's information by selecting the student from the list and then making the changes that you need. When finished, click the **Save** button in the lower right.

## Adding a Student

To add a student, click **Add Student** and fill in the fields under **Student Information**. Click **Save** when you are done.

## Editing a Student Profile

If you want to make modifications to a student profile such as the name, email etc., select the student from the list and make your changes under the **Assessment Information** section on the right of the page. When you're finished, click **Save**.

## Removing Students

To remove a student from your class all you need to do is select the student from the list and click the **Remove Student** button. To save your changes, click **Save** at the bottom.

## Assessments

The assessments section will allow you to add and remove assessments and change the assessment information properties.

SmarterGrade –Assessments



These features will only be available to teachers depending on the access level granted by the District / School Administrator.

## Adding Assessments

When you click on **Add Assessment** you will be presented with a blank **Assessment Information** form. Fill out the following fields: **Name**, **Due Date**, **Max Score**, **Assessment Type**, **Term** and **Grade Scale**. Once you have filled in the fields click **Save** at the bottom.

## Editing Assessments

If you want to make modifications to an assessment such as the name, due date etc., select the assessment from the list and make your changes under the **Assessment Information** section on the right of the page. When complete, click **Save**.

## Removing an Assessment

To remove an assessment, simply select the assessment and click **Remove Assessment**.

## Assessment Types

The **Assessment Types** screen will allow you to add, modify and remove assessment types from the gradebook.

SmarterGrade- Assessment Types



These features will only be available to teachers depending on the access level granted by the District / School Administrator.

## Adding Assessment Types

To add a new assessment type click **Add Assessment Type** and then fill in the information under **Basic Assessment Type Information** and click **Save**. If you want to make this assessment type the default assessment type check the **Default Assessment Type** checkbox. The default assessment type is the assessment type used by default when creating a new assessment.

## Editing Assessment Types

To edit the assessment that is already created, select the assessment type, make your changes under the **Basic Assessment Type Information** on the right side of the page, and then click **Save**.



## Removing Assessment Types

To remove an assessment type, select the assessment type from the list and then click **Remove Assessment Type**. Click **Save** at the bottom to complete.



You will not be able to remove an assessment type that is being used by an assessment.

## Grade Scales

Grade Scales in SmarterGrade can be customized for the class you are teaching. Grades can range from letters (for example: A, B, C, D, E or F), to a range (for example: 1.0–4.0), to descriptors (for example: excellent, great, satisfactory, needs improvement).

The screenshot shows the SmarterGrade interface for 'Class 9 (C9)'. The 'Administration' tab is active, showing 'Add Grade Scale' and 'Remove Grade Scale' buttons. The 'Basic Grade Scale Information' section includes a 'Name' field (ABC), a 'Default Grade Scale' checkbox (checked), and a table of grade scales.

Grade	Min (%)
A	90
B	80
C	70
D	60
E	50

Buttons at the bottom include 'Add', 'Clear', 'Save', and 'Cancel'.

SmarterGrade- Grade Scales



These features will only be available to teachers depending on the access level granted by the District / School Administrator.

## Adding a Grade Scale

You can create a new **Grade Scale** for your class to use by clicking on the **Add Grade Scale** button and then filling out the **Basic Grade Scale Information** on the right hand side. When creating a new grade scale, check the box **Default Grade Scale** to make it default for newly created assessments. To add your grade to the grade scale click **Add**, enter in the **Grade Description** and then enter in the **Min (%)** mark necessary for the student to achieve the grade and **Click** the save button. Once you have entered all of your grade descriptions and minimum percentages click the **Save** button at the bottom of the page.

## Editing Grade Scale

You can make changes to any of the grade scales by selecting the grade scale and updating the Basic Grade Scale Information and then clicking **Save** at the bottom of the page.

## Removing Grade Scale

To remove a **Grade Scale** simply select the **Grade Scale** you want to remove and click **Remove Grade Scale** and then click **Save** at the bottom.



You will not be able to remove a grade scale that is being used by an assessment.

## Special Codes

The Special Codes tool allows you to create custom codes that can be assigned to students who have a special status for individual assessments.

Name	Code
Excused	Ex
No Grade	NG
Missing	MI
Absent	AB
Incomplete	INC
Zero	Z

Name:	Excused
Code:	Ex
<input type="checkbox"/> Include in Average Calculations	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Smarter Grade – Special Codes



This feature will only be available to teachers depending on the access level granted by the District / School Administrator.

## Adding Special Codes

You can create a new **Special Code** for your class by clicking on the **Add Special Code** button and filling out the fields in the **Special Code Information** on the right-hand side. Selecting the **Include in Average Calculations** checkbox enables you to assign a grade value to the assessment the special code is applied to, which will be included in the student's average calculation. Once all the necessary information has been entered, click on the **Save** button on the right-hand side to enter it in the system.

## Editing Special Codes

You can make changes to any of the special codes by selecting the code from the list and updating the fields in Special Code Information on the right-hand side. Clicking **Save** on the right-hand side of the page.

## Removing Special Codes

You can remove special codes from the system by selecting the code from the list and clicking the **Remove Special Code** button. A pop-up window will appear on the screen asking you to confirm whether you want to remove the selected code. Click the **Yes** button to remove the code.



You will not be able to remove a special code that is being used by an assessment.

## Remarks

Remarks are seen when you are using the **Grade Assessment** view in the **Gradebook** section while marking assessments in your classes as well as in the reports.

SmarterGrade- Remarks



These features will only be available to teachers depending on the access level granted by the District / School Administrator.

## Adding Remarks

If you would like to add a new remark to SmarterGrade, click **Add Remark**. On the right side, under the **Remarks** section, enter your information in the Remark field. When finished, click **Save** at the bottom of the page.

## Editing Remarks

You can edit a remark by selecting the remark and on the right side, under the **Remarks** section, making any desired changes. When complete, click **Save** at the bottom of the page.

## Removing Remarks

To remove a **Remark** simply select the remark you want to remove and click **Remove Remark** and then click on **Save** at the bottom of the page.



You will not be able to remove a remark that has been assigned to a student's assessment.

## Calculation and Weights

SmarterGrade allows you to change the **Calculation and Weights** for your assessments. In this section you can change the **Default Calculation Method** from **Mean** to **Median**.

For the **Grade/Assessment Weighting Method** you can choose from **Assessment Type Weight**, **Equal Weight**, **Weight = Max Score**, and **Assessment Weight**.

To make any changes simply select the option and then click the **Save** button in the bottom right corner.

The screenshot shows the SmarterGrade Administration interface. At the top, there's a navigation bar with 'Dashboard' and 'Welcome Ricardo Smith'. Below this is a dropdown menu for 'Class 9 (C9)' and a 'Reports' button. The main content area is divided into two sections: 'Default Calculation Method' and 'Grade/Assessment Weighting Method'. In the 'Default Calculation Method' section, 'Mean' is selected with a radio button, and 'Median' is also available. In the 'Grade/Assessment Weighting Method' section, 'Assessment Type Weight' is selected, and under it, 'Weight = Max Score' is selected. Other options include 'Equal Weight' and 'Assessment Weight'. At the bottom right of the settings area, there are 'Save' and 'Cancel' buttons. A left sidebar contains a list of navigation options: Gradebook, Attendance, Administration, Change Roster, Assessments, Assessment Types, Terms, Grade Scales, Special Codes, Remarks, Calculation and Weights (highlighted), Settings, Attendance, Attendance Categories, Attendance Codes, Calendar, and Holidays.

### SmarterGrade- Calculations and Weights



These features will only be available to teachers depending on the access level granted by the District / School Administrator.

## Weight Descriptions

Calculation Type	Description
<b>Assessment Type Weight</b>	An assessment type that has a greater weight will be worth more against the final average. e.g. If the Quiz assessment type has a weight of 2 and the Homework assessment type has a weight of 1. Then any assessments that are graded within the Quiz assessment type will have a weight against the final average that is double that of assessments within the homework assessment type. <b>Note:</b> This example assumes that each assessment is assigned an equal weight. However, sub calculations can take place based on different weights within each assessment type. e.g. Equal Weight, Weight = Max Score and Assessment Weight .
<b>Equal Weight</b>	If equal weight is selected then each grade has an equal weight regardless of what weight has been specified in the assessment or assessment type.
<b>Weight = Max Score</b>	Instead of using the weight to calculate the weighted averages the system will instead use the Max Score value.
<b>Assessment Weight</b>	Each assessment in the system has a weight field. Selecting this option will instruct the system to base weighted calculations on the assessment weight instead of the assessment type weight.

## Settings

The **Settings** section of **SmarterGrade** allows you to make changes to the gradebook settings.

SmarterGrade- Settings



These features will only be available to teachers depending on the access level granted by the District / School Administrator.

## Grade to Score Conversion Method

You can choose to have non-numerical grades translated from **Highest**, **Mid-Point**, and **Lowest** when converting to a numerical number (so for example an A could be translated as 90%, 92.5% or 95% if the A grade scale range was 90% - 95%).

## Grading Settings

Change the gradebook settings to **Allow Scores over Max** or **Round Off** averages to the nearest whole number.

## Default Student Sort Order

You can change the display order of the students in SmarterGrade grids by selecting the options from the drop down menus. If you make changes click the **Save** button in the bottom right corner to save your changes.

## Attendance

The attendance administration section will allow you to add and remove attendance categories along with adding and removing attendance codes.

## Attendance Category

SmarterGrade- Attendance Category



These features will only be available to teachers depending on the access level granted by the District / School Administrator.

## Adding an Attendance Category

If you would like to add a new attendance category to SmarterGrade, click **Add Attendance Category**. On the right side, under the **Attendance Category Information** section, enter your information in the Code, and Description fields. Check off the box

**Display category on Attendance tab** if you would like the category to appear on the attendance tab, when finished, click **Save**.

### Editing an Attendance Category

You can edit an attendance category by selecting the category name on the left side, under the **Attendance Category Information** section, make any desired changes and when complete, click **Save**.

### Removing an Attendance Category

To remove an **Attendance Category** simply select the category you want to remove and click **Remove Attendance Category** and then click on **Save** on the right hand side under the **Attendance Category Information** at the bottom.

## Attendance Codes

SmarterGrade- Attendance Codes



These features will only be available to teachers depending on the access level granted by the District / School Administrator.

### Adding Attendance Codes

If you would like to add a new attendance code to SmarterGrade, click **Add Attendance Code**. On the right side, under the **Attendance Code Information** section, enter your information in the Code, Value, and Description fields. Then select the **Attendance Category** from the drop down menu. When finished, click **Save**.

### Editing an Attendance Codes

You can edit an attendance code by selecting the code and on the left side, under the **Attendance Code Information** section, make any desired changes and when complete, click **Save**.

## Removing Attendance Codes

To remove an **Attendance Code** simply select the code you want to remove and click **Remove Attendance Code** and then click on **Save** on the right hand side under the **Attendance Code Information** at the bottom.



You will not be able to remove an attendance category or attendance code that is being used on the Attendance tab.

## Holidays

The holiday's page will allow you to manage days that will be excluded from tracking attendance.

The screenshot shows the SmarterGrade web application interface. At the top, there's a navigation bar with 'Dashboard' and 'Welcome Ricardo Smith'. Below this is a sidebar with various menu items: Gradebook, Attendance, Administration, Change Roster, Assessments, Assessment Types, Terms, Grade Scales, Special Codes, Remarks, Calculation and Weights, Settings, Attendance, Attendance Categories, Attendance Codes, Calendar, and Holidays. The 'Holidays' menu item is selected. The main content area is titled 'Holidays' and features a list of existing holidays: New Year's Day, Martin Luther King, Jr., Washington's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. To the right of this list is a form for adding or removing a holiday. It has a 'Name' field with 'New Year's Day' entered, a 'Date' field with '1/1/2013' entered, and 'Save' and 'Cancel' buttons.

SmarterGrade- Holidays



These features will only be available to teachers depending on the access level granted by the District / School Administrator.

## Adding a Holiday

If you would like to add a new holiday to SmarterGrade, click **Add Holiday**. On the right side, under the **Holidays** section, enter the Name of the holiday and then select the Date. When finished, click **Save**.

## Editing a Holiday

You can edit a holiday by selecting the holiday name on the left side, under the **Holiday** section, make any desired changes and when complete, click **Save**.



## Removing a Holiday

To remove a holiday simply select the holiday you want to remove and click **Remove Holiday**. Then click on **Save** on the right hand side under the **Holiday** section at the bottom.